



# **Session #13**

## **Using COD and GAPS to Reconcile Pell Grant and Direct Loan Program Funds**

Anthony Laing, George Karayianis  
and Tremayne Cobb

# Discussion Outline

- Funding Overview
  - Terminology
  - Basics
    - 7-day rule
    - Cash management regulations
    - Reconciliation
- Pell Reconciliation



# Discussion Outline (continued)

- Direct Loan Reconciliation
- Using GAPS to request payments and manage your cash
  - Requesting payments
  - Electronic refunds
  - Drawdown adjustments
  - Reports

# FUNDING OVERVIEW

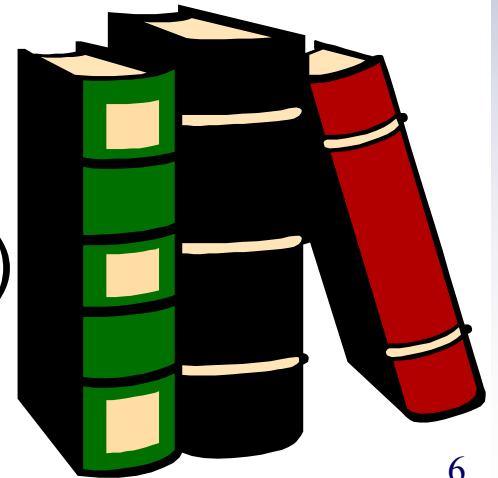


# Funding Terminology

- Funding Terms:
  - COD = Current Funding Level (CFL)
  - GAPS = Authorization
  - ESOA = Obligation
- Origination and Disbursement Records
- Net Accepted and Posted Disbursements
- Substantiation

# Funding Basics

- Funding based on actual disbursements
- 7 day rule
  - Records submitted up to 7 days in advance of disbursement date can trigger change in funding
- Cash Management Regulations
  - 30 day reporting requirement
  - 3 -Day cash rule
  - Monthly reconciliation (DL only)



# Reconciliation Defined

- School Funding/Student Data =  
COD Funding/Student Data =  
GAPS Cash
- Common Goal: School Financial Aid  
Office/Business Office data matches  
the Department's data



# Pell Grant CFL Process

- Initial CFL created in May.
- CFL level in GAPS is not increased until initial CFL has been exceeded.
- Schools cannot draw cash in GAPS that exceeds their CFL.



# Pell Funding in COD

- CFL level in GAPS is not increased until initial CFL has been exceeded.
- Disbursement Release Indicator (DRI)
- Schools submit disbursement records to COD that adjusts CFL within 7 days.



# Pell Processing Example:

## *Initial CFL of \$5 Million*

Action	Process Date	Disb Date	DRI	CFL	Result
School submits actual disb of \$2M	8/30/03	9/12/03	T	\$5M	No CFL adjustment No new ESOA
School submits anticipated disb of \$4M	10/1/03	1/15/04	F	\$5M	No CFL adjustment No new ESOA
School updates DRI of T for disb of \$4M	1/08/04	1/15/04	T	\$6M	CFL adjustment on 1/8/04 of \$1M Current CFL of \$6M New ESOA of \$6M



# Pell Processing Example:

## *Initial CFL of \$5 Million*

Action	Process Date	Disb Date	DRI	CFL	Result
School submits actual disb of \$2M	8/30/03	9/12/03	T	\$5M	No CFL adjustment No new ESOA
School submits anticipated disb of \$4M	9/30/03	10/20/03	T	\$6M	CFL adjustment on 10/13/03 of \$1M Current CFL of 6M New ESOA of \$6M
School submits adjustment of \$100K	2/2/04	1/15/04	T	\$5.9M	CFL adjustment on 2/2/04 of \$100K Current CFL of \$5.9M New ESOA of \$5.9M



# Pell Daily CFL Adjustments

- School Generated  
Schools submit disbursement increases and decreases throughout the year
- System Generated  
Negative pending  
Potential Over-award Project (POP)



# Pell Global CFL Reductions

- Reduction for “W” Verification (April)
- Reduction to level of accepted and posted disbursement records (March)
- Reduction to level of net GAPS drawdowns (end of second year)



11/03	\$1,000,000	\$750,000	\$500,000
2/04	\$750,000	\$750,000	\$500,000
3/05	\$500,000	\$750,000	\$500,000
	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>



# Pell Reconciliation Tools

- COD Year to Date File
- COD Reconciliation File
- COD Pending Disbursement List
  
- COD ESOA
- COD Web Screens
- GAPS Web Reports



# Electronic Statement of Account (ESOA)

GAPS AWARD NUMBER P063P034444

Previous Pell Grant Obligation	\$5,000,000.00
Current Pell Grant Obligation	\$6,000,000.00
Adjustment (Increase + or Decrease -)	\$1,000,000.00+

Previous Pell Grant Obligation/Payment	\$0.00
Current Pell Grant Obligation/Payment	\$0.00
Adjustment (Increase + or Decrease -)	\$0.00

GAPS Drawdowns/Payments	\$5,000,000.00
Date of Last Activity in GAPS	10/06/2003

YTD Total Unduplicated Recipients	1,555
YTD Pell Accepted and Posted Disbursement Amount	\$6,000,000.00
YTD Administrative Cost Allowance	\$7,500

As of Document ID/Batch ID 200312345619990101123000

Payments Apply only to “:Obligate/Pay” Accounts





# School Funding Info Web Screen (Pell)

## MOELLER UNIVERSITY

### Funding Information

**Program** Pell Grant      **Award Year** 03-04

Entity ID	12333213
Initial CFL	\$2,000,000
Current CFL	\$6,000,000
Previous CFL	\$5,000,000
CFL Adjustment	\$1,000,000
Available Balance	\$ 500,000
Net Accepted & Posted Disbursements	\$6,000,000
Net Drawdowns	\$5,000,000
Total Unduplicated Recipients	1500



# Ongoing Pell Reconciliation

- Financial Aid Office and Business Office reconcile as of September 30
- Post deadline adjustments (after 9/30 – administrative relief, audits, decreases)

# Negative Available Balances -- example

Action	CFL	Available Balance in GAPS
School submits \$5,000,000 in disbursement records	\$5,000,000	\$0
School submits \$5,000 negative adjustment	\$4,995,000	(\$5,000)

# How to Resolve Negative Balances

- Refund the cash
- Adjust the drawdown
- Increase the CFL

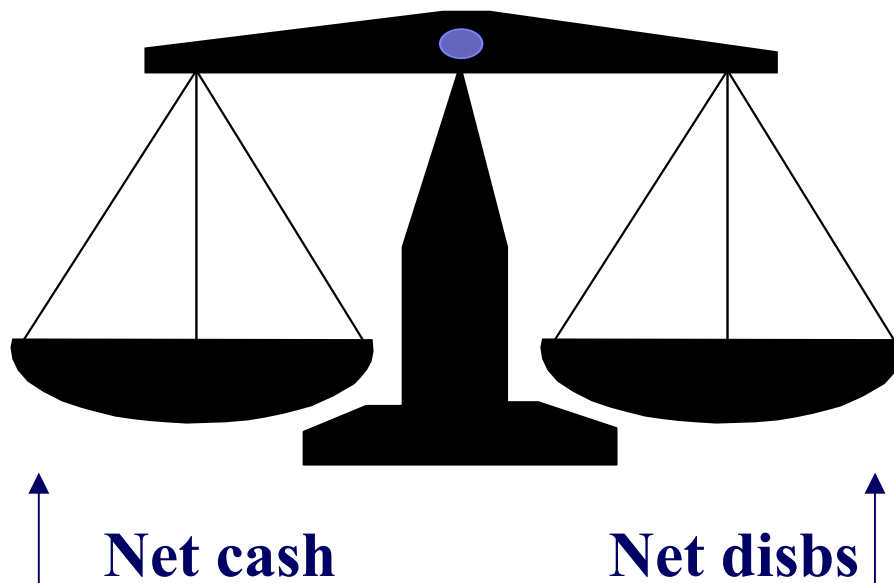


# Direct Loan reconciliation versus end of year closeout

- Monthly Reconciliation
  - Process of comparing your internal records with the Department's to identify and resolve outstanding discrepancies.
- Closeout
  - Net Accepted and Posted disbursements = GAPS net cash
  - Ending Cash Balance (ECB) = 0

# When are you closed out for the award year?

- When you have finished processing, your loan records match the Departments, and your net disbursements equal net cash received (zero ECB).



# Your Ending Cash Balance Equation

$$\begin{aligned} & \text{Beginning Cash Balance} + \text{Cash Receipts} - \text{Refunds of Cash} - \text{Disbursements} \\ & - \text{Upward Adjustments} + \text{Downward Adjustments} = \text{Ending Cash Balance} \end{aligned}$$



# **COD and GAPS Tools to help reconcile Direct Loans**

- COD Funding Web screens
- Reports (COD)
- GAPS





# **COD Webscreens**

- Funding Info
- Cash Activity
- Summary Financial Info



# School Funding Info Web Screen

## EDUCATION UNIVERSITY

### Funding Info

**Program**    Direct Loan    **Award Year** 04-05

Entity ID	12333213
Initial CFL	\$56,000
Current CFL	\$200,000
Available Balance	\$15,000
Cash > Net Accepted & Posted Disbursements	\$0
Net Accepted & Posted Disbursements	\$185,000
Net Drawdowns	\$185,000
Disbursement To Drawdown Ratio	1.0000



# Cash Activity Screen

HIYA UNIVERSITY

Program Direct Loan

Award Year 04-05

## Net Draws

Cash > Accepted & Posted Disbursements & older than 30 days

	Totals	
Date of Transaction		\$30,000
Time		\$0
Drawdowns	\$30,000	10/23/03
Drawdown adjustments	\$0	1:35PM
Refunds	\$1,000	\$2,000
Returns	\$0	
Days for On-time reporting		
Payment Control Number		2003102321221
Accepted & Posted Disbursements Applied	\$20,000	\$0
Cash > Accepted & Posted Disbursements	\$10,000	
Source System		GAPS



# School Summary Financial Info Screen

## RAILROAD COLLEGE

**Program** Direct Loan

**Award Year** 04-05

Entity ID	22346667
Beginning Cash Balance	\$0
Cash Receipts	\$100,000
Disbursement Amount	\$80,000
Disbursement Adjustments Amount	-\$5,000
Refunds of Cash	\$15,000
Ending Cash Balance	\$10,000



# Direct Loan School Account Statement (SAS) Report

- Report run from COD
  - Copied from main database
  - Loan/Disbursement Information
    - Summary
    - Detail
  - Cash Information



# SAS - Year to date Cash Summary

Direct Loan Tools for Windows - [C:\DOCUME~1\ENARIC~1\LOCAL5~1\Temp\ART35.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 10/03/2002 U.S. DEPARTMENT OF EDUCATION PAGE: 1  
Report Time: 09:36:12 DIRECT LOAN TOOLS - 2002-2003  
SAS Year-To-Date Cash Summary  
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*  
End Date: 04/10/2003

School Code: G01001  
Region Code: 15  
State Code: IA

Beginning Balance:		\$0
Cash Receipts:	\$51,731	
Excess Cash Returned:	\$7,000	
Total Net Cash:		\$44,731
Booked Disbursements:	\$44,731	
Booked Adjustments:	\$0	
Total Booked Disbursements:		\$44,731
Ending Cash Balance:		\$0
Unbooked Disbursements:	\$0	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$0
Total Unsubstantiated Cash:		\$0

\*\*\*\*\*



# SAS – Monthly Cash Summary

Direct Loan Tools for Windows - [C:\DOCUME~1\ENARIC~1\LOCALS~1\Temp\ART35.tmp]

Print First Page Next Page Prev Page Last Page Two Page Zoom In Zoom Out Close

Report Date: 10/03/2002 U.S. DEPARTMENT OF EDUCATION PAGE: 2  
Report Time: 09:36:12 DIRECT LOAN TOOLS - 2002-2003  
SAS Monthly Cash Summary

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT  
\*\*\*\*\*

End Date: 04/10/2003

School Code: G01001  
Region Code: 15  
State Code: IA

Beginning Balance:		\$19,300
Cash Receipts:	\$32,431	
Excess Cash Returned:	\$7,000	
Total Net Cash:		\$25,431
Booked Disbursements:	\$44,731	
Booked Adjustments:	\$0	
Total Booked Disbursements:		\$44,731
Ending Cash Balance:		\$0
Unbooked Disbursements:	\$0	
Unbooked Adjustments:	\$0	
Total Net Unbooked Disbursements:		\$0
Total Unsubstantiated Cash:		\$0

\*\*\*\*\*

# SAS – Loan Detail

Direct Loan Tools for Windows - [C:\DOCUME~1\ENARIC~1\LOCALS~1\Temp\ART53.tmp]						
Print	First Page	Next Page	Prev Page	Last Page	Two Page	Zoom In
					Zoom Out	Close
<p>Report Date: 10/03/2002 U.S. DEPARTMENT OF EDUCATION PAGE: 1</p> <p>Report Time: 10:04:51 DIRECT LOAN TOOLS - 2002-2003</p> <p>SAS Loan Detail</p> <p>Sort by: Loan ID</p> <p>THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT</p> <p>*****</p> <p>School Code: G01001 Booked Status: Booked and Unbooked</p> <p>End Date: 04/10/2003 Loan Type: All</p>						
Borrower's Name Loan ID	Record Type	Gross Amount	Fee Amount	Int Rebate Amount	Net Amount	
LINDLEY, JENNIFER M						
066756265S03E99999001	Booked	\$1,833	\$54	\$27	\$1,806	
066756265U03E99999001	Booked	\$1,167	\$35	\$18	\$1,150	
GAMBLE, RITA L						
106811398P03E99999001	Booked	\$1,667	\$66	\$25	\$1,626	
BORTON, MILDRED						
126815096P03E99999001	Booked	\$2,083	\$83	\$31	\$2,031	
BORTON, WENDELL J						
126815096S03E99999001	Booked	\$875	\$26	\$13	\$862	



# The Department of Education's Grant Administration and Payment System (GAPS)






# GAPS link from COD web


**COD Online - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://www.cod.ed.gov/cod/Links> Go Links >>

 **U.S. DEPARTMENT OF EDUCATION**  
**COMMON ORIGATION & DISBURSEMENT**



School Search Batch Search

## Links

Below is a list of other Department of Education web sites providing you with additional information about the Federal Pell Grant and other Title IV Student Aid Programs.

Selecting a link will open a separate browser window. When you have finished viewing the information associated with the chosen link, simply close the browser window.

DLSS SSO	1-888-877-7658	<a href="https://schools.dlssonline.com/main.asp">https://schools.dlssonline.com/main.asp</a>
DLOS	1-800-848-0978	<a href="http://lo-online.ed.gov">http://lo-online.ed.gov</a>
GAPS	1-888-336-8930	<a href="http://e-grants.ed.gov/gapsweb">http://e-grants.ed.gov/gapsweb</a>
NSLDS	1-800-999-8219	<a href="http://www.nslsdfap.ed.gov">http://www.nslsdfap.ed.gov</a>
The Department of Education	1-800-872-5327	<a href="http://www.ed.gov/">http://www.ed.gov/</a>
SFA Tech	1-800-330-5947	<a href="http://www.ed.gov/offices/OSFAP/services/sfatechsubscribe.html">http://www.ed.gov/offices/OSFAP/services/sfatechsubscribe.html</a>
IFAP	1-800-433-7327	<a href="http://www.ifap.ed.gov/IFAPWebApp/index.jsp">http://www.ifap.ed.gov/IFAPWebApp/index.jsp</a>
Schools Portal	1-800-433-7327	<a href="http://fsa4schools.ed.gov">http://fsa4schools.ed.gov</a>

<http://e-grants.ed.gov/gapsweb>

Start | Inbox - Microsoft ... | Spring Conferenc... | Niagra Falls prese... | COD Online - Mi... | 3:02 PM



# E-Payments Website (<http://e-grants.ed.gov>)

**e-Grants - Welcome - Microsoft Internet Explorer**

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites History Print Mail News RSS

Address <https://gapsweb.ed.gov/gapsweb/epWelcome.asp> Go Links

Search ...attempting to retrieve buttons from Yahoo!...

**e-Application** **e-Reader** **e-Payments** **e-Reports** **e-Administration**

Grant Application Peer Review Payments Grant Performance Reports Administrative Action



**Welcome to the U.S. Department of Education**

**You must read the statement below, and click "Continue" to access the Department of Education's e-Grants website. Some users may need to scroll to the bottom of the screen to see the "Continue" button.**

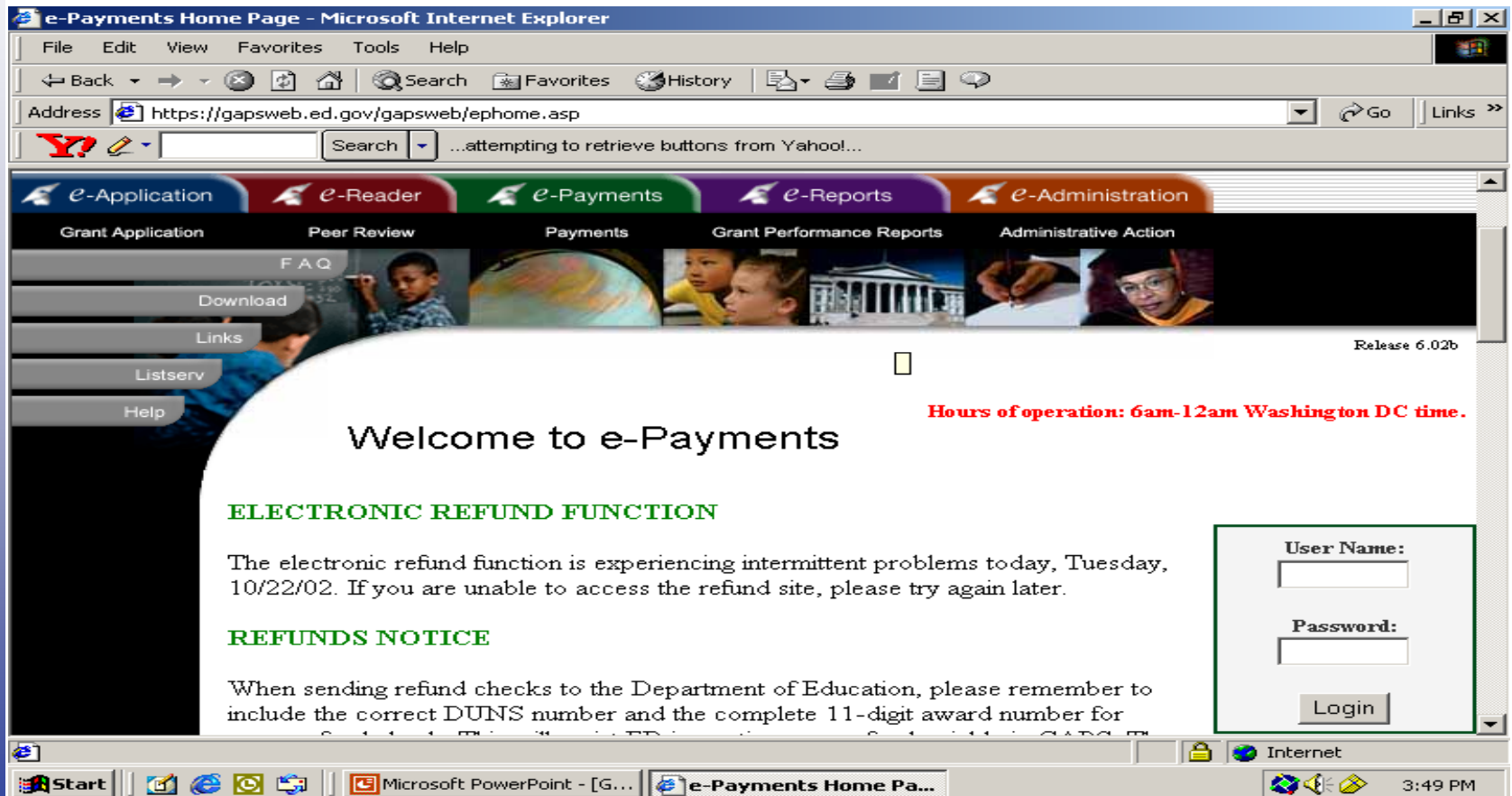
This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the Act may subject the offender to criminal penalties.

Done Internet

Start | email - Microsoft Outlook | Microsoft PowerPoint - [G... | **e-Grants - Welcome - ...** | 3:47 PM

# Logon to GAPS



**e-Payments Home Page - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address <https://gapsweb.ed.gov/gapsweb/ephome.asp> Go Links >>

Search ...attempting to retrieve buttons from Yahoo!...

**e-Application e-Reader e-Payments e-Reports e-Administration**

Grant Application Peer Review Payments Grant Performance Reports Administrative Action

FAQ Download Links Listserv Help

Release 6.02b

**Welcome to e-Payments**

**ELECTRONIC REFUND FUNCTION**

The electronic refund function is experiencing intermittent problems today, Tuesday, 10/22/02. If you are unable to access the refund site, please try again later.

**REFUNDS NOTICE**

When sending refund checks to the Department of Education, please remember to include the correct DUNS number and the complete 11-digit award number for

**User Name:**

**Password:**

Login

Hours of operation: 6am-12am Washington DC time.

Start Microsoft PowerPoint - [G...] e-Payments Home Pa... Internet 3:49 PM



# Drawdown Requests

- Year and program specific
- Request only what you can disburse within 3 business days
- ACH requests - next day
- Fedwire - same day



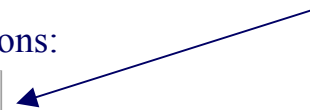
# Select Payment Requests from Main Menu

## Main Menu

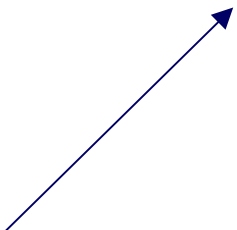
Hair Care and Nails  
13 Ventura Blvd.  
Hollywood, CA 31221

Please select one of the following options:

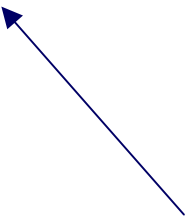
Payment Requests
Reports
Refunds
Password Maintenance
User's Guide
Select New Payee
Help
Exit



# Select Create Payment from Payment Requests Menu



Create Payment Requests
Modify Payment Requests
View Payment Requests
Adjust Drawdown Amounts
View Authorization History
Create Direct Loan Payment Requests
Modify Direct Loan Payment Requests
View Direct Loan Payment Requests
Adjust Direct Loan Drawdown Amounts



# Enter Payment Amount

e-Payments - Payment Requests - Microsoft Internet Explorer provided by US Department of Education

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://e-grants.ed.gov/gapsweb/release/npr.asp> Go

Release 8.04b

You have 59:36 to save your work

## Payment Requests (Create)

Payee DUNS 055465543 Pay By: ACH Deposit Date (MM/DD/YYYY): 03/18/2004

Payee Name: Mr Johns School of Cosmetology Payee Address: GEMCOR Inc, Chicago, IL 60603

Sort By: ☒ Sort ☐ Award/Year ☐ Award ☐ Recipient Ref ☐ Last Date to Draw Funds

Row No	PR/Award No	Recipient Reference (Optional)	Net Authorization	Available Balance	Last Date to Draw Funds	Request Amount
1	P007A059999	03-04 SEOG	\$5,000.00	\$1,230.00	11/02/2009	\$ 0.00
2	P063P059999	01-02 PELL	\$4,850.00	\$0.00	10/31/2007	\$ 0.00
3	P063P049999	02-03 PELL	\$70,764.00	(\$1,330.00)	10/31/2007	\$ 0.00
4	P063P039999	03-04 PELL	\$82,428.00	\$1,330.00	10/31/2008	\$

Start | GAPS.CCA - Mi... | Microsoft Powe... | gaps web acce... | e-Payments - ... | 7:51 AM



# Electronic Refunds

- Posts to GAPS within 2 business days
- School control over process
- School directs from which bank account the money will be refunded.
- Multiple refunds on one screen and at one time.
- Electronic processing reduces human error and delays.



# Select Refunds from Main Menu

## Main Menu

Hair Care and Nails  
13 Ventura Blvd.  
Hollywood, CA 31221

Please select one of the following options:

Payment Requests
Reports
<b>Refunds</b>
Password Maintenance
User's Guide
Select New Payee
Help
Exit





# Check “refunds to open awards” and “initiate refunds”

## Refunds Menu

Hair Care and Nails

13 Ventura Blvd.

Hollywood, CA 31221

Please select one of the following options:

<input checked="" type="checkbox"/> Refunds to Open Awards
<input type="checkbox"/> Perkins
<input type="checkbox"/> Interest
<input type="checkbox"/> Refunds to Closed Awards
<b>Initiate Refunds</b>
Bank Account Maintenance
Refunds Report

# Awards and net draws will be displayed

Ednet Applications - Citrix ICA Client

Schedule Refund - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print Edit

Address <http://63.96.202.103:10443/ed/xscshref.htm> Links

## Refunds to Open Awards

Please note - your session will be timed out after 10 minutes of inactivity. Any button click will reset the inactivity timer.

Awards are sorted alphabetically.

First Previous P007A942492-P063P012670 Go Next Last

PR Award	Net Draw	Refund Amount	Account Name
P007A942492	\$11133.00	\$ <input type="text"/>	George K Refund Account
<b>Comments</b>			
P007A952492	\$14982.00	\$ <input type="text"/>	George K Refund Account
<b>Comments</b>			
P007A962492	\$16324.00	\$ <input type="text"/>	George K Refund Account
<b>Comments</b>			
P007A972492	\$17048.00	\$ <input type="text"/>	George K Refund Account
<b>Comments</b>			

Start Microsoft Access Inbox - Microsoft Outlook URL for test site - Messag... Microsoft PowerPoint - [ele... Schedule Refund - Mi... 2:50 PM

Start Citrix Program Neighborho... Ednet Applications - ... 2:49 PM



# Enter the amount(s) to be refunded

Ednet Applications - Citrix ICA Client  
Schedule Refund - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print Edit

Address http://63.96.202.103:10443/doi/ed/xscshref.htm Links

P063P963951	\$173982.00	\$		George K Refund Account
Comments				
P063P973951	\$181459.00	\$		George K Refund Account
Comments				
P063P983951	\$165686.00	\$		George K Refund Account
Comments				
P063P992670	\$161494.22	\$		George K Refund Account
Comments				
P063P002670	\$303955.00	\$		George K Refund Account
Comments				
P063P012670	\$21421.00	\$	100	George K Refund Account
Comments				

Continue Cancel

Start | Inbox - Microsoft Outlook | URL for test site - Messag... | Schedule Refund - Mi... | Microsoft PowerPoint - [ele... | 3:32 PM

Start | Citrix Program Neighborho... | Ednet Applications - ... | 3:32 PM




# Refund Confirmation

Refunds to Open Awards Confirmation - Microsoft Internet Explorer

File Edit View Go Favorites Help

Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print Edit

Address http://63.96.202.103:10443/dae/ed/xscash\_confir.htm?numldx=-4 Links

 Department of Education Electronic Refund System

[Schedule Refunds](#) [Refund History/Cancellation](#) [Help](#) [Bank Account Management](#) [Return to GAPS Menu](#)

## Refunds to Open Awards Confirmation

First Previous P063P012670-P063P012670 Go Next Last

PR Award	Net Draw	Refund Amount	Account Name	Confirmation Number
P063P012670	\$21421.00	\$100.00	George K Refund Account	20011101R01897
Comments				

Grand Total: \$ 100.00  
Settlement Date: 11/02/2001

NOTE: It will take two days before refund is posted to GAPS.

[Main Menu](#)

Start | Inbox - Microsoft ... | Microsoft Access | GAPS Desktop | Microsoft PowerP... | URL for test site - ... | Refunds to Op... | Internet zone | 10:12 AM

# Drawdown Adjustments

- Can't move more than has been drawn.
- Net adjustment must equal zero.
- Do not use adjustments as a substitute for returning excess cash.
- Do not use adjustments to close out a year or bring your school's cash balance to zero.

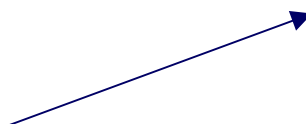


# Select Payment Requests from Main Menu

## Main Menu

Hair Care and Nails  
13 Ventura Blvd.  
Hollywood, CA 31221

Please select one of the following options:



<b>Payment Requests</b>
Reports
Refunds
Password Maintenance
User's Guide
Select New Payee
Help
Exit



# Select for either Direct Loan or Pell adjustments

**e-Payments - Payment Requests Menu - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS

Address <https://gapsweb.ed.gov/gapsweb/release/pr.asp?GAPSFunction=Payments> Go Links

Search ...attempting to retrieve buttons from Yahoo!...

## e-Payments

[e-Application](#) [e-Reader](#) [e-Payments](#) [e-Reports](#) [e-Administration](#)

[Payment Requests](#) | [Reports](#) | [Refunds](#) | [Password Maintenance](#) | [User's Guide](#) | [Help](#) | [Main Menu](#) | [Exit](#)

Release 6.02b




### Payment Requests Menu

- [Create Payment Requests](#)
- [Modify Payment Requests](#)
- [View Payment Requests](#)
- [Adjust Drawdown Amounts](#)
- [View Authorization History](#)
- [Create Direct Loan Payment Requests](#)
- [Modify Direct Loan Payment Requests](#)
- [View Direct Loan Payment Requests](#)
- [Adjust Direct Loan Drawdown Amounts](#)

**Pell** → [Adjust Drawdown Amounts](#)

**Direct Loan** → [Adjust Direct Loan Drawdown Amounts](#)

Done Internet

Start |  email - Microsoft Outlook |  Microsoft PowerPoint - [...] |  e-Payments - Payme... | 12:06 PM



# Adjustments between years and/or campuses

Ednet Applications - Citrix ICA Client  
e-Payments - Drawdown Adjustments - Microsoft Internet Explorer

File Edit View Go Favorites Help  
Back Forward Stop Refresh Home Search Favorites History Channels Fullscreen Mail Print Edit

Address <http://gapsy2k.ed.gov/conv/release/dda.asp> Links

Release

Return to Payment Requests Menu

Select New Payee

Exit

### Direct Loan Drawdown Adjustments

Education New York Dept of, NYS Education Department, ALBANY, NY 12234

School	Academic Year	Net Draw	Adjustment
SUNY - ROME	1999	\$6,992,593.00	\$ 0.00
New York State Dept of Education	2000	\$0.00	\$ 0.00
SUNY - BING UNIV	2000	\$37,279,317.00	\$ 0.00
SUNY - Buffalo	2000	\$86,303,582.00	\$ 0.00
SUNY - Brockport	2000	\$25,700,278.00	\$ 0.00
SUNY - Cortland	2000	\$0.00	\$ 0.00

Start Inbox - Microsoft... Microsoft Access GAPS Desktop URL for test site - ... Microsoft PowerP... e-Payments - ... Internet zone 1:07 PM

Start Citrix Program Neighborho... Ednet Applications - ... 1:05 PM



# Enter the amounts to be adjusted and click “OK”

e-Payments - Drawdown Adjustments - Microsoft Internet Explorer

Address: <http://gapsy2k.ed.gov/conv/release/dda.asp>

Release 5.06b

[Return to Payment Requests Menu](#)

[Select New Payee](#)

[Exit](#)

### Direct Loan Drawdown Adjustments

School	Academic Year	Net Draw	Adjustment
Hair Fashions By Kaye Beauty College	2000	\$452,556.00	\$ 0.00
Hair Fashions By Kaye Beauty College	2001	\$342,212.00	\$ -100,000.00
Hair Fashions By Kaye Beauty College	2002	\$8,952.00	\$ 100,000.00
<b>Total</b>		<b>\$803,720.00</b>	<b>\$0.00</b>

[OK](#) [Cancel](#)

Please send your comments/suggestions/questions to:

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# Adjustment Confirmation

Ednet Applications - Citrix ICA Client  
e-Payments - Drawdown Adjustments - Microsoft Internet Explorer

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Address <http://gapsy2k.ed.gov/conw/release/dda.asp> Links

Release

Return to Payment Requests Menu

Select New Payee

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### Direct Loan Drawdown Adjustments (View)

Hair Fashions By Kay, GEMCOR, INC, CHICAGO, IL 60603

School	Academic Year	Net Draw	Adjustment
Hair Fashions By Kaye Beauty College	2000	\$452,556.00	\$0.00
Hair Fashions By Kaye Beauty College	2001	\$242,212.00	(\$100,000.00)
Hair Fashions By Kaye Beauty College	2002	\$108,952.00	\$100,000.00
<b>Total</b>		<b>\$803,720.00</b>	<b>\$0.00</b>

The drawdown amounts have been adjusted

Please send your comments/suggestions/questions to:

Email: [Helndesk](#)

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Start | Citrix Program Neighborho... | Ednet Applications - ... | 1:31 PM

# GAPS Reports

- GAPS Reports
  - Activity Report
    - Cumulative Activity by award
    - Detail Activity by day
  - Refund Report
    - detailed list of refunds including confirmation numbers



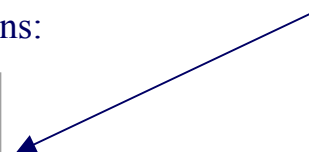
# From Main Menu select “Reports”

## Main Menu

Hair Care and Nails  
13 Ventura Blvd.  
Hollywood, CA 31221

Please select one of the following options:

Payment Requests
<b>Reports</b>
Refunds
Password Maintenance
User's Guide
Select New Payee
Help
Exit





# Select “Activity Report”

**e-Payments - Reports - Microsoft Internet Explorer**

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Address <https://gapsweb.ed.gov/gapsweb/release/er.asp?GAPSFunction=Expenditures> Go Links

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## e-Payments

[e-Application](#) [e-Reader](#) [e-Payments](#) [e-Reports](#) [e-Administration](#)

[Payment Requests](#) | [Reports](#) | [Refunds](#) | [Password Maintenance](#) | [User's Guide](#) | [Help](#) | [Main Menu](#) | [Exit](#)


Release 6.02b

### Reports Menu

- [Activity Report](#)
- [Refunds Report](#)
- [Award Balances Report](#)

### e-Payments Support

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# Activity Report Selection Screen

**e-Payments - Activity Report - Microsoft Internet Explorer**

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Address <http://teamtrack/gapsconv/release/sqcs.asp> Links

[Return To Reports Menu](#)

[Select New Payee](#)

[Exit](#)

**Activity Report (Select)**

Payee Name:	Tennessee School of Beauty		
Award(s) Status:	<input type="radio"/> Any <input checked="" type="radio"/> Open <input type="radio"/> Closed		
Period:	From:	February 2001	Through: February 2002
PR Award Number:			

[Select](#)

Please note that if you select a wide date range, this report may take several minutes to generate.

Local intranet zone

Start | Inbox - Microsoft ... | FMS Transmission... | e-Payments - ... | gaps presentation ... | Microsoft PowerP... | 12:58 PM





# Activity Report - Cumulative Summary

e-Payments - Activity Report - Microsoft Internet Explorer provided by US Department of Education

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Address https://e-grants/gapsweb/release/qcs.asp

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## e-Payments

e-Application e-Reader e-Payments e-Reports e-Administration

Return to Activity Report (select) | Help | Exit |

Release 8.01b

### Activity Report - Cumulative Summary

Payee DUNS/SSN:	443221234
Payee Name:	Tennessee School of Beauty
Payee Address:	GEMCOR, INC, CHICAGO, IL 60603

CUMULATIVE SUMMARY TABLE (From October 2002 through October 2003)								
Row ID	Award	(A) Net Authorizations	(B) Cumulative Draws	(C) Cumulative Refunds	(D) Cumulative Returns	(E) Net Adjustments	(F) (B-C-D+E) Net Draws	(G) (A-F) Change in Available Balance
1	P063P012736	(\$791.00)	\$0.00	\$0.00	\$0.00	(\$791.00)	(\$791.00)	\$0.00
2	P063P023205	\$200,475.45	\$263,377.00	\$0.00	\$0.00	(\$246.00)	\$263,131.00	(\$62,655.55)
3	P063P033205	\$113,775.00	\$32,409.00	\$0.00	\$0.00	\$1,037.00	\$33,446.00	\$80,329.00
4	P063Q023205	\$560.00	\$560.00	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00
<b>Total</b>		\$314,019.45	\$296,346.00	\$0.00	\$0.00	\$0.00	\$296,346.00	\$17,673.45

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# Activity Report - Record Detail

**e-Payments - Activity Report - Microsoft Internet Explorer**

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Address <http://teamtrack/gapsconv/release/qcs.asp> Links

## Activity Report - Record Detail

Payee DUNS/SSN:

Payee Name: Tennessee School of Beauty

Payee Address: GEMCOR, INC, CHICAGO, IL 60603

DETAIL TABLE					
Award	Transactions				
	Date	Changes in Authorization	Drawdowns	Refunds	Adjustments
P063P002736	08/02/2001	-	\$4,675.00	-	-
	07/31/2001	\$4,675.00	-	-	-
	07/23/2001	-	\$4,475.00	-	-
	07/20/2001	\$4,475.00	-	-	-
	07/19/2001	-	\$9,401.00	-	-
	07/18/2001	\$9,401.00	-	-	-
	07/06/2001	-	\$6,706.00	-	-
	07/05/2001	\$6,706.00	-	-	-
	06/28/2001	-	\$1,225.00	-	-

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# Select Refunds Report from Reports Menu

**e-Payments - Reports - Microsoft Internet Explorer**

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## e-Payments

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### Reports Menu

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# Refund Report

**e-Payments - Refunds Report - Microsoft Internet Explorer**

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Address [http://teamtrack/gapsconv/release/rpt\\_ref.asp](http://teamtrack/gapsconv/release/rpt_ref.asp) Links


Exit

## Refunds Report

Refund Transactions				
Date	ELBX Confirmation Number	Total Amount	Amount Applied	Award Applied To
11/21/2001	-	\$17.23	-	-
11/21/2001	-	\$8.25	-	-
11/21/2001	-	\$11.11	-	-
06/13/2001	20010608R08766	\$825.00	\$825.00	P063P004639
05/22/2001	20010518R08111	\$4,380.00	\$4,380.00	P033A008552
04/30/2001	20010430R07566	\$962.00	\$962.00	P063P004639
10/23/2000	20001020R02430	\$479.00	\$479.00	P063P004639
09/26/2000	20000925R01845	\$4,477.00	\$4,477.00	P063P994639
05/15/2000	200005101768	\$1,500.00	\$1,500.00	P063P987651

Please send your comments/suggestions/questions to:

Email: [Helpdesk](#)



Local intranet zone



# **GAPS Access**

- Full Access
- View Access
  - Limit 5 user IDs of each access per school
- Download form off e-payment web
- Fax completed form to GAPS
  - (202-205-0729)

# GAPS Helpdesk



- 1-888-336-8930
- Helpdesk hours of operation are 8 a.m. to 6 p.m. Monday through Friday, EST.

# Questions ?????